NORTHERN ILLINOIS
EMPLOYEE ASSISTANCE
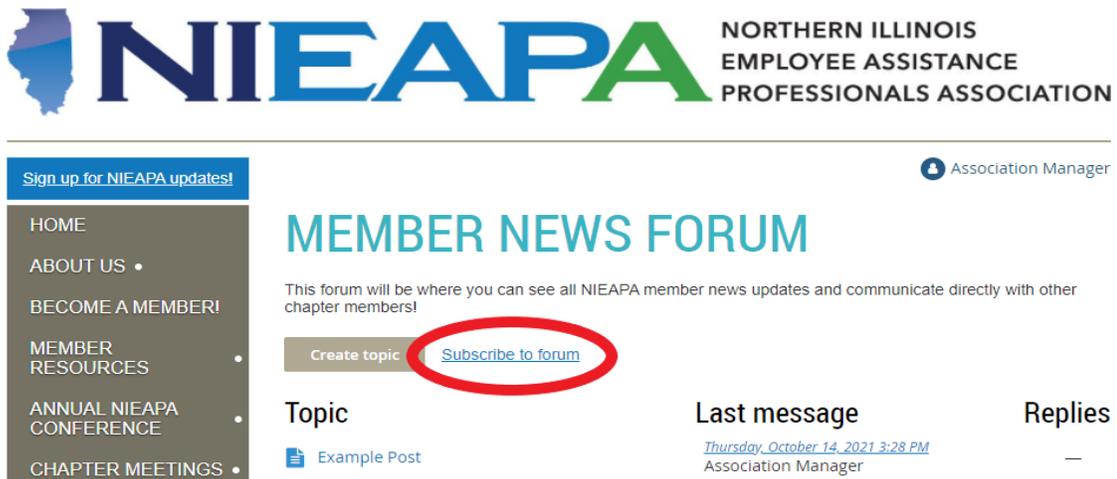PROFESSIONALS ASSOCIATION

This guide contains directions for accessing and using the NIEAPA Members Forum. If you have further questions or concerns, please contact Asher Robeson, Association Manager, at nieapa@corpevent.com or call the association office at 312-756-7756. Thank you!

1. Go to nieapa.org, and log in to the website; instructions on how to log in can be found here.
2. In the menu at the left, mouse over "MEMBER RESOURCES", and in the additional links displayed, click on "MEMBER NEWS FORUM"

3. The first time you visit the forum, click the "Subscribe to Forum" link, circled below in red.

4. To post a new topic thread to the forum, click the "Create Topic" button.

MEMBER NEWS FORUM

This forum will be where you can see all NIEAPA member news updates and communicate directly with other chapter members!

Create topic ✔ Subscribed (Unsubscribe)

| Topic | Last message | Replies |

5. Below is the topic thread creation screen. The following steps will explain some of its features.

Creating new topic   * Mandatory fields

Author   Association Manager

➡ Subject   Example Post

➡ * Body

This is an example post for demonstration purposes|

Attachments   Choose files   You can upload up to 20 files. Each file should be less than 20 MB.

➡ **Create**   Cancel   ☐ Subscribe to topic   Daily ⌄   ⬅

6. First, add a Subject. This is like the subject line of an email, and lets people know what the message is about. Good examples would be "Consultation needed" or "Upcoming Chapter Meeting Question"
7. Compose your post in the large text field labeled "Body". This is where your message goes. You can edit your text with the tools provided, or add images by copy-and-pasting them into the field.
8. Below the Body field is a button that allows you to attach files to a post.
9. Before you click "Create," the dropdown and checkbox to the right allow you to decide how often you want to get notified about responses to this post. You can choose to receive notifications immediately, or in a daily or weekly "digest" form. Be sure to check the box!
10. When you're ready, click "Create" and the post will be created!

11. To view and read a thread, click the title of the thread.

MEMBER NEWS FORUM

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Create topic   ✔ Subscribed (Unsubscribe)

Topic	Last message	Replies
📄 Example Post	Thursday, October 14, 2021 3:28 PM Association Manager (Administrator)	—

Create topic

12. While viewing a thread, you'll see the original message, and all replies. To the left, you'll see the time and date a message was posted, the name of the person who posted the message, and to the right of their name, you'll see the message they've posted.

Back to topics

EXAMPLE THREAD

Reply   Show latest replies on top   Subscribe to topic

Thursday, October 14, 2021 3:28 PM   Message # 11480279   Edit   Delete   Quote
Association
Manager   This is an example post for demonstration purposes.
(Administrator)   Last modified: Thursday, October 14, 2021 3:47 PM | Association Manager (Administrator)

Reply   Back to top

13. To reply to a thread, click the "Reply" button.

Back to topics

EXAMPLE THREAD

Reply   Show latest replies on top   Subscribe to topic

Thursday, October 14, 2021 3:28 PM   Message # 11480279   Edit   Delete   Quote
Association
Manager   This is an example post for demonstration purposes.
(Administrator)   Last modified: Thursday, October 14, 2021 3:47 PM | Association Manager (Administrator)

Reply   Back to top

14. Compose your reply in the field provided; in addition to text, you may insert images by copy-and-pasting, and attach files using the button below the text field. When your message is ready, click the "Post" button at the bottom to post it to the thread.

Reply to: Example Thread   * Mandatory fields

Author   Association Manager

→ * Body

This is an example reply for demonstration purposes

→ Attachments   Choose files   You can upload up to 20 files. Each file should be less than 20 MB.

→ **Post**   **Cancel**

15. You'll now see your reply below any previous messages.

Back to topics

EXAMPLE THREAD

Reply   Show latest replies on top   Subscribe to topic

Thursday, October 14, 2021 3:28 PM   Message # 11480279   Edit   Delete   Quote
Association   This is an example post for demonstration purposes.
Manager   *Last modified: Thursday, October 14, 2021 3:47 PM | Association Manager (Administrator)*
(Administrator)

Thursday, October 14, 2021 4:11 PM   Reply # 11480811 on 11480279   Edit   Delete   Quote
Association   This is an example reply for demonstration purposes
Manager   ←
(Administrator)

Reply   Back to top